

PCard Transaction Form

INSTRUCTIONS:

- This form is required to record transaction activity and must be completed in its entirety. Original, itemized receipts or equivalent documentation must be attached.
- Form may be used for multiple purchases for the card listed below if all are under same business purpose and chartfield. Additional sheets may be attached as needed.

SECTION I: CARD INFORMATION

Card type (check one) : ☐ Service Center Card ☐ Department Card ☐ Individual Card ☐ Group/Extended Travel Card

Last 4 digits of card:

Name embossed on card:

Purchase made by:

SECTION II: TRANSACTION ACTIVITY

Business purpose:

"T" Number (if applicable):

1.	Item Description:	Amount: \$
	Supplier:	Date:
2.	Item Description:	Amount: \$
	Supplier:	Date:
3.	Item Description:	Amount: \$
	Supplier:	Date:

SECTION III: CHARTFIELD

Org _____ / Fund _____ / Acct _____ / Project (non-OSURF) _____ / Program _____ / User Def. _____

SECTION IV: APPROVAL OF ALCOHOL (Discretionary chartfield for alcohol purchase is required)

Org _____ / Fund _____ / Acct _____ / Project (non-OSURF) _____ / Program _____ / User Def. _____

Dean / VP / Designee Signature	X	Date
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SECTION V: CERTIFICATION OF TRANSACTION(S)

☐ I certify that the above purchase(s) was/were made in accordance with university Expenditure, Purchasing, and Travel policies. Failure to comply with these policies may result in revocation of card privileges, corrective action up to and including termination, and/or criminal action. The university will seek restitution for any inappropriate charges.

Purchaser's Signature	X	Date
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SECTION VI: APPROVAL

Approval Signature	X	Date
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SECTION VII: EXCEPTION APPROVAL

Exceptions to policy must be approved by Dean, VP or Designee. Please provide exception reasoning below:

Dean / VP / Designee Signature	X	Date
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Note: This form's use will be phased out of circulation by 06/30/2014. See [eRequest](#) or [eTravel](#) as an alternative.